



Block 1 Training Tools User Guide

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Medical Web Tutorials

The Medical Web Tutorials have been developed to assist in using CHCS II (Composite Healthcare System II). The tutorials consist of lessons, demonstrations, and practices that teach how to perform medical tasks using the CHCS II application.

To access the tutorials, double-click the **CHCS II Block 1 Tutorials** icon on the desktop.



Figure 1 - CHCS II Block 1 Tutorials Icon

The CHCS II Medical Web Tutorials: Home Page appears.

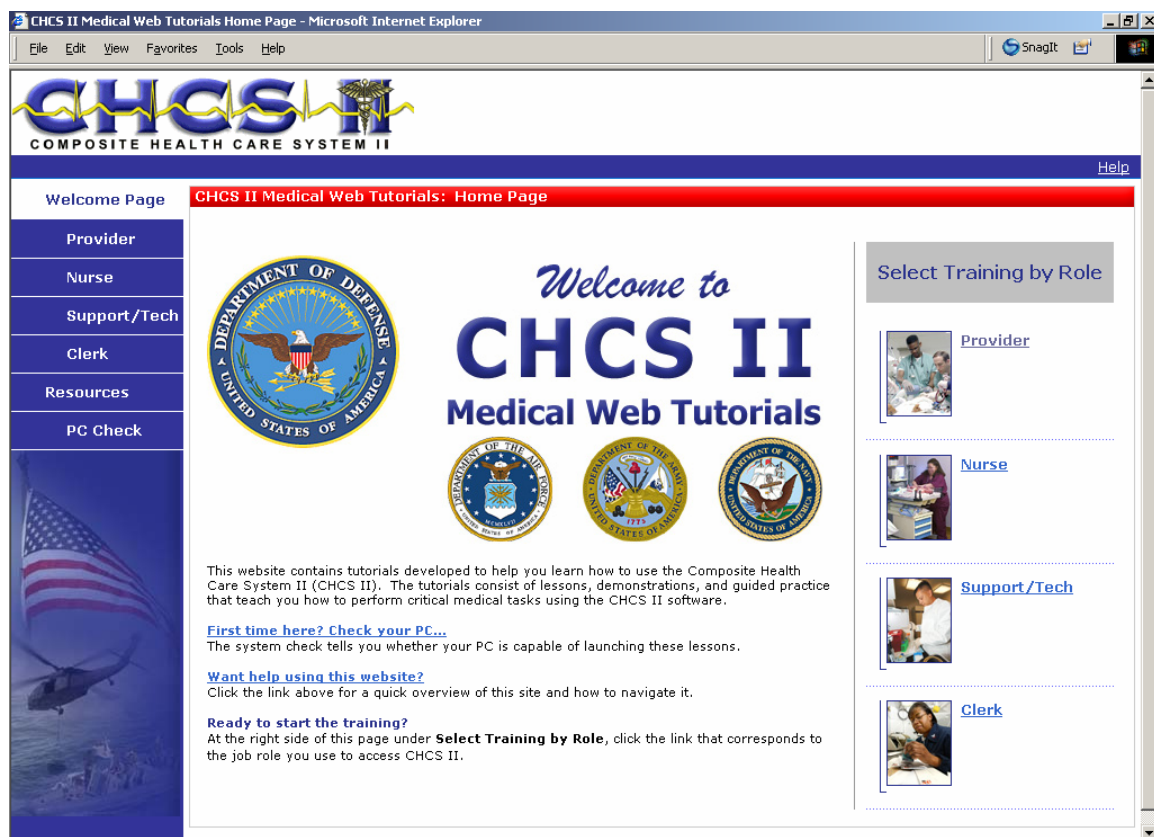


Figure 2 - CHCS II Medical Web Tutorials Home Page

Using This Website: Introduction

This page describes how the CHCS II Medical Web Tutorials is organized, and how to navigate and complete the **Show Me** and **Guide Me** lessons.

Using This Website includes six sections:

- Introduction
- Navigation Links
- Role Pages
- Module Introduction Pages
- Show Me Links
- Guide Me Links

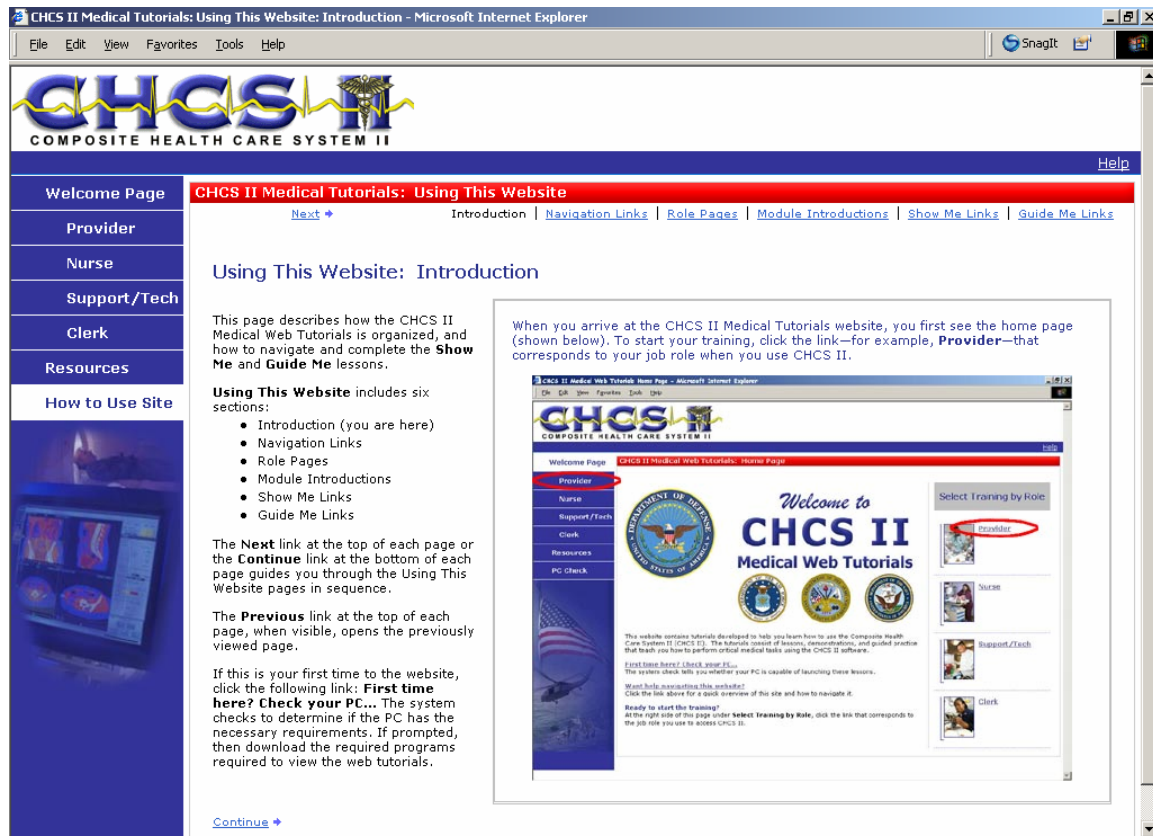


Figure 3 - Using This Website: Introduction

The **Next** link at the top of each page or the **Continue** link at the bottom of each page guides you through the **Using This Website** pages in sequence.

The **Previous** link at the top of each page, when visible, opens the previously viewed page.

If this is your first time to the website, click the following link: **First time here? Check your PC...** The system checks to determine if the PC has the necessary requirements. If prompted, download the required programs to view the web tutorials.

For help for using the website, click **Want help using this website?** This link provides a brief overview of the Medical Web Tutorials and how to navigate.

When ready to start training, select the appropriate role link on either side of the Home Page.

Using This Website: Navigation Links

On each page that has training content, there are three navigation areas:

1. Navigation Links

- Navigation Links access the major sections of the offline Website: for example, the course page listing the training content relevant to a specific job role.
- Navigation Links access pages that provide reference information and provide validation of PC prerequisites.



Figure 4 - Navigation Links

2. Previous and Next Links

- Use **Previous** and **Next** links to navigate through the lessons for a given course or through pages for a given training module.



Figure 5 - Previous and Next Links

3. Browser Navigation Buttons

- The **Back** and **Forward** browser navigation buttons retrace your exact path through all pages previously viewed. Using them does not necessarily keep you within CHCS II training content.

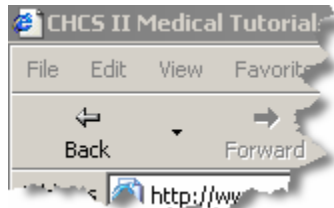


Figure 6 - Browser Navigation Buttons

Using This Website: Role Pages

A role page contains links to training modules relevant to a specific CHCS II role. A sample role page is shown below.



Figure 7 - Example of Role Page

From the role page, click **Next** to access the first topic in the first section, **Getting Started** or, click a module, for example, **Patient Search**, to access the training.

Using This Website: Module Introductions

Each module introduction page outlines the content for the training module. On each module page, read the introduction, then complete lessons listed.

Shown below is a sample of a module introduction page. The sample page introduces the CHCS II **Patient Search** module and lists the lesson, **Searching for a Patient**.



Figure 8 - Sample of Patient Search Introduction

As you read the following, refer to the sample page above:

1. **Patient Search** – The module introduction on the left describes the purpose and use of the CHCS II application module and also provides you with learning objectives.
2. **Lessons** – Modules can have more than one lesson. Every lesson has two links: **Show Me** and **Guide Me**. Each link provides a different kind of training. These links are explained in detail below.

Using This Website: Show Me Links

To see a demonstration of the lesson, click the **Show Me** link. No interaction by the user is necessary. The narrator explains what is happening on the screen while the demonstration advances through the necessary steps.

Shown below is a sample screen for the **Show Me** simulation **Searching for a Patient**.

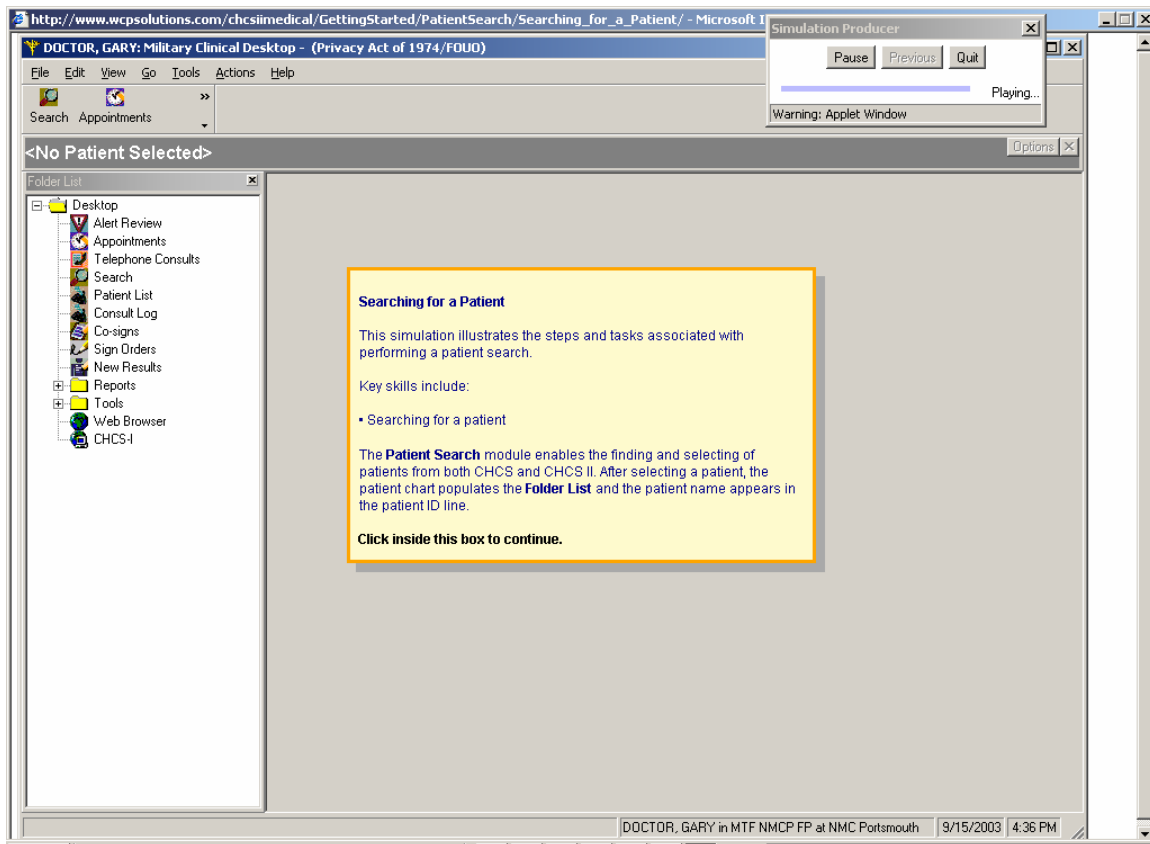


Figure 9 - Example of Show Me Simulation

As you read the following, refer to the sample page above:

1. **Simulation Screen** — Each simulation begins with lead-in text identifying lessons and learning objectives. Watch the demonstration; note the cursor movement and data entry.
2. **Playback control:** In the playback controls window, (Simulation Producer), the following buttons are available:
 - **Pause/Play** – Allows the user to Pause or Play the simulation.
 - **Previous** – Allows the user to go back one screen.
 - **Next** – Allows the user to advance to the next screen.
 - **Quit** – Allows the user to Quit the simulation.

Using This Website: Guide Me Links

After viewing the **Show Me** demonstration, click the **Guide Me** link for that lesson. The **Guide Me** link requires your interaction. The narrator guides you through the steps and the simulation pauses, requiring your interaction before advancing.

Shown below is a sample screen for the **Guide Me** simulation **Searching for a Patient**.

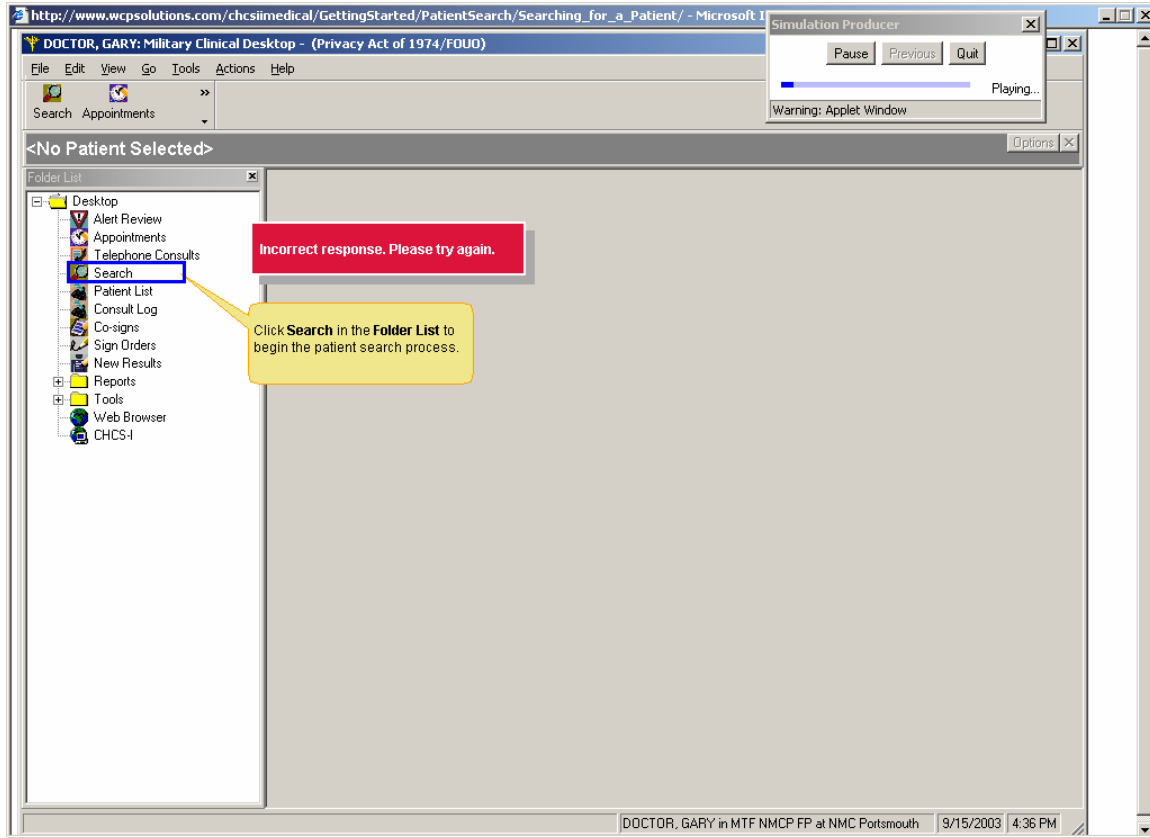


Figure 10 - Sample of Guide Me Simulation

As you read the following, refer to the sample page above:

1. Each menu, button, input field, or list item that you must click has a caption pointing to it. A blue border identifies the clickable area for that step. Input fields have captions indicating sample data to enter. A red feedback box appears if entry is incorrect.
2. Click the buttons in the playback controls window to pause, resume, or quit the simulation. The progress bar is a graphical representation of your progress through the simulation.

Note: When you have completed the **Show Me** and **Guide Me** lessons, move to the next module.

Training Tools Instructional Video

Double-click the **CHCS II Training Tools Video** icon to access the main menu.



The **CHCS II Training Tools Video** contains eight separate video lessons:

- Introduction to CHCS II
- Introduction to MEDCIN
- Introduction to Component Template Technology
- Use of Generic Visit Template and CTM Summary
- Medical Coding
- Encounter Template
- Order Sets
- Workflow Tips

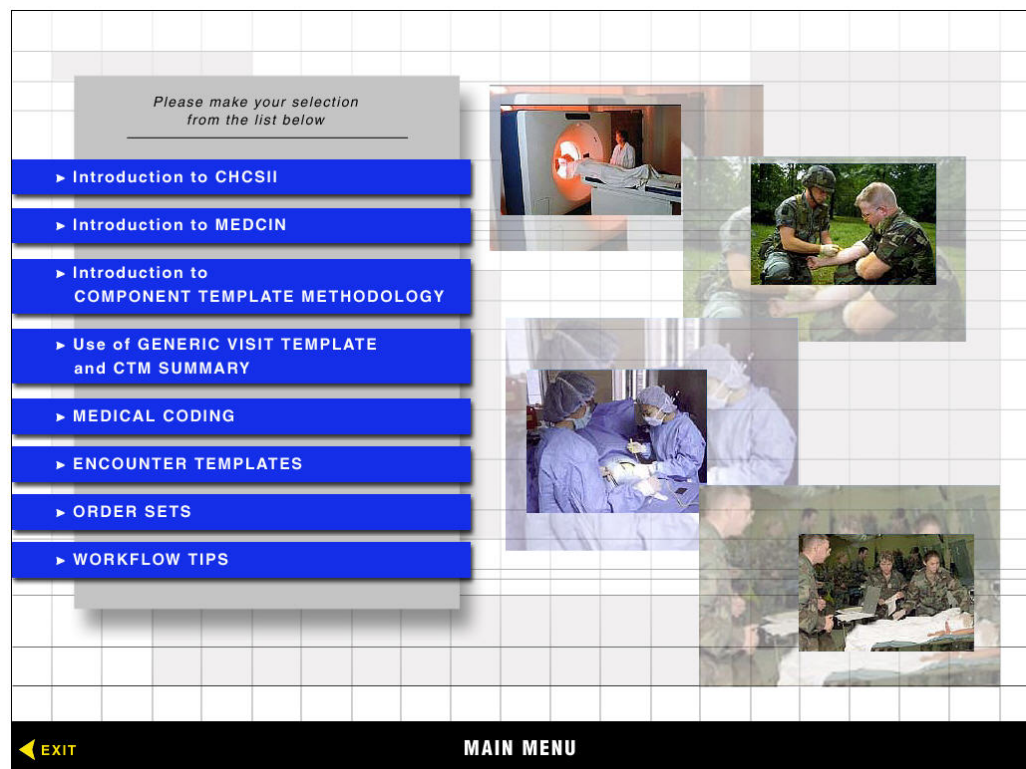


Figure 11 - CHCS II Training Tools Video Main Menu

The lessons may be viewed in any order by clicking the video lesson link on the main menu. Return to the main menu by clicking the **Back to Main Menu** link; to quit, select the **Click here to exit** link on the main menu.